Relay Conference Captioning:
WebEx

For Participants:

How do I access the RCC captions in WebEx?

Organizer/host sends a meeting invitation with the following details: **(1)**

- WebEx link, date/time of meeting and password (if applicable).

Click the **WebEx** link to open the WebEx window. **(2)**

1 ▶
2 ▶

Topic: Trade Show Conference Call
Host: Barbara Smith
Date and Time:
Wednesday, July 18, 2018 10:00 am, Eastern Daylight Time (New York, GMT-04:00)
Event number: 555 444 321
Registration ID: This event does not require a registration ID
Event password: xyzxyz123

To join the online event

Click here to join the online event.
Or copy and paste the following link to a browser:
https://abcd.webex.com/abc/jphp?ED=56798502&UID=00000000

Step 1:

Type in your name, email address and event password (if applicable) **(3)**, and click the **Join Now** button **(4)** to join your scheduled WebEx meeting.

To join this event, provide the following information.

First name: David
Last name: Michael
Email address: dave@dmm.com ◀ **3**
Event password: ••••••••
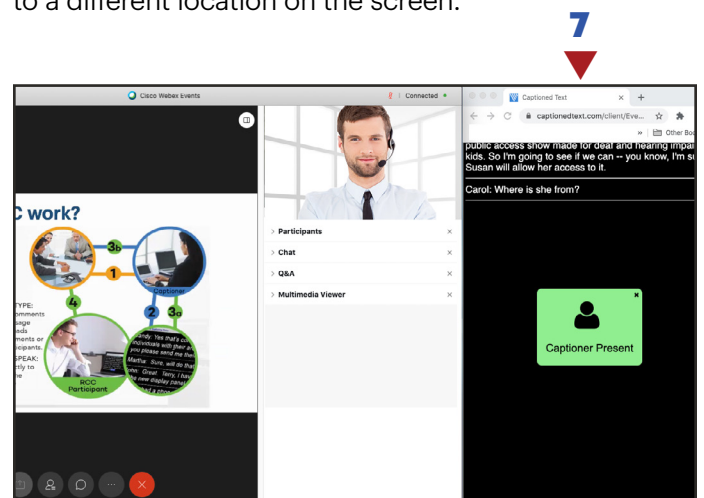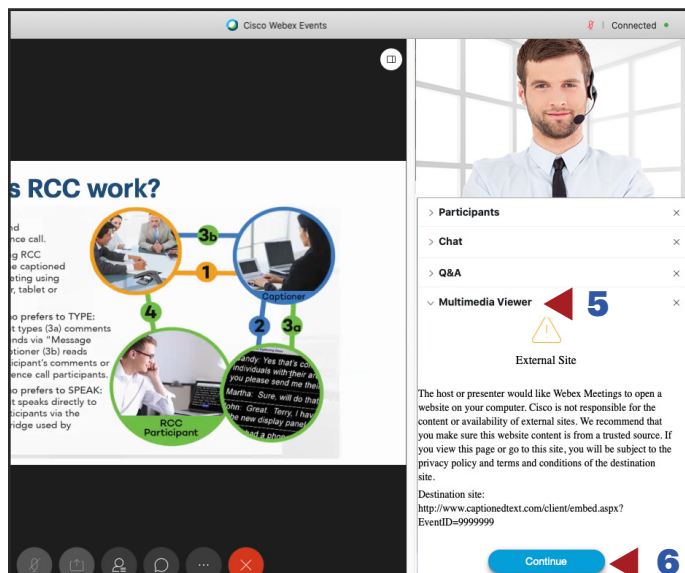
Join Now ◀ **4**

Step 2:

Click the down arrow in the upper right corner and select **Multimedia Viewer (5)**. Then click the **Continue** button at the bottom. **(6)**

Step 3:

Embedded captions are visible on the screen. **(7)**

NOTE:
You may drag the **Multimedia Viewer** panel to a different location on the screen.

7 ▼

For Organizers/Hosts:

How do I embed captions in WebEx?

The organizer/host can embed RCC captions for a WebEx meeting via the Multimedia Viewer panel.

First reserve RCC and then copy the RCC Event ID number in the "embed" RCC link below (see red underline). You will need to use the "embed" RCC link with your Event ID number for the Step 3.

NOTE: RCC request must be submitted two (2) business days in advance of meeting to guarantee captioning.

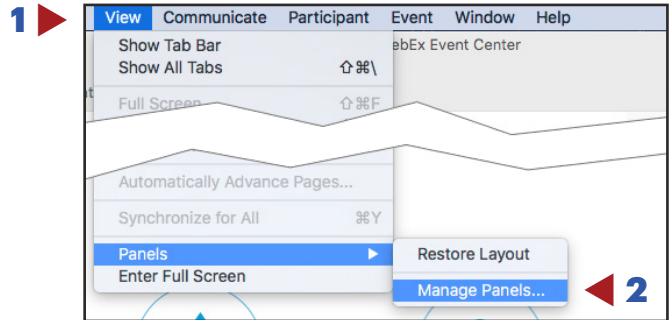Your Event ID is in your RCC confirmation email. Here's an example of the RCC link:

- http://www.captionedtext.com/client/embed.aspx?EventID=1234567

Step 1:
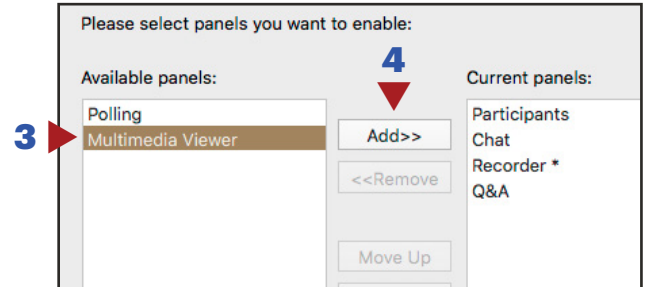
Open your WebEx meeting and click

- **View (1)**
- **Panels**
- **Manage Panels (2)**
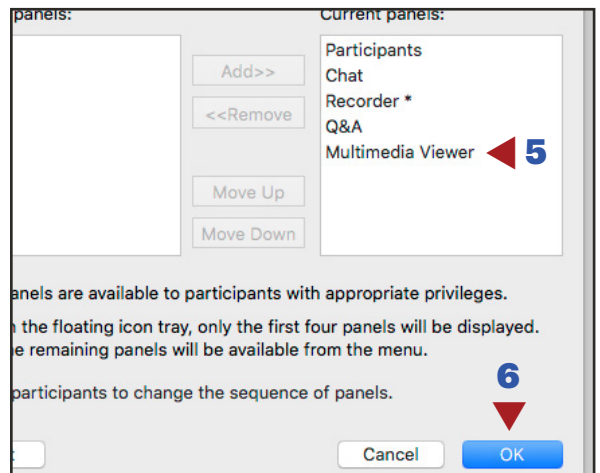
to open Manage Panels window.

Step 2:

In the **Manage Panels** window, select **Multimedia Viewer (3)** and add **(4)** to the **Current Panels** list.

After **Multimedia Viewer** is added to the **Current Panels** list. **(5)**

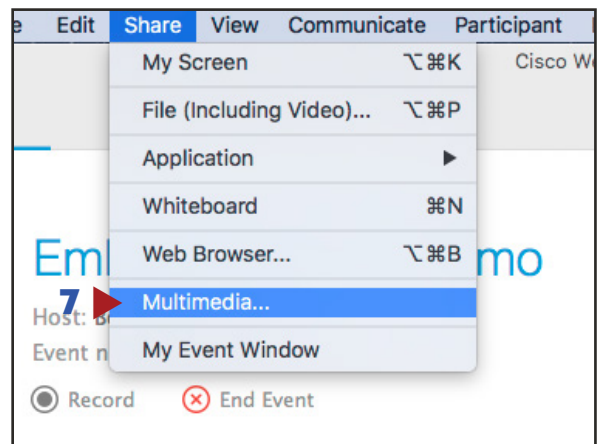Click **OK (6)** to close the **Manage Panels** window.

Step 3:

Click **Share > Multimedia (7)**.

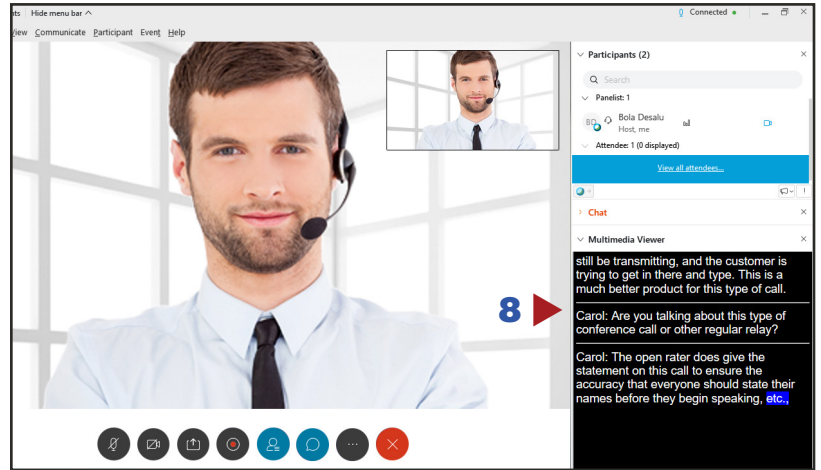Copy and paste embedded RCC link template and add the Event ID in this box.

Embedded template:
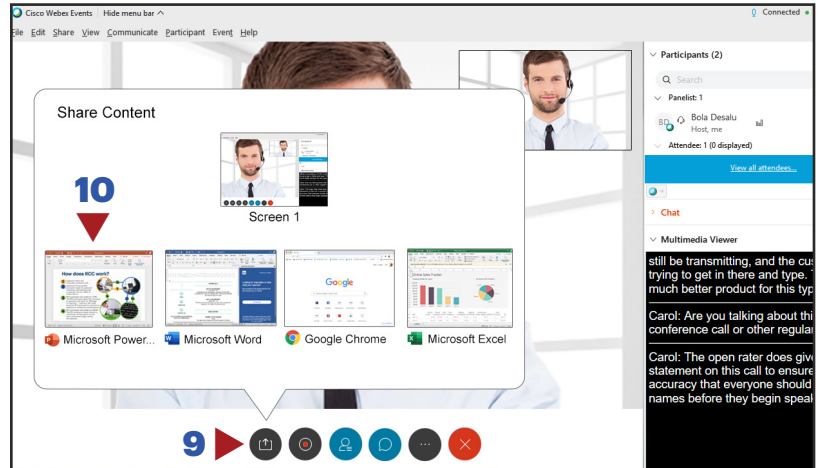http://www.captionedtext.com/client/embed.aspx?EventID=1234567

Step 4:

When the RCC link is entered and saved, captions will begin streaming in the **Multimedia Viewer** panel. **(8)**

Step 5:

If you want to share in a full screen mode, click **More Options (9)** and select the screen **(10)**.
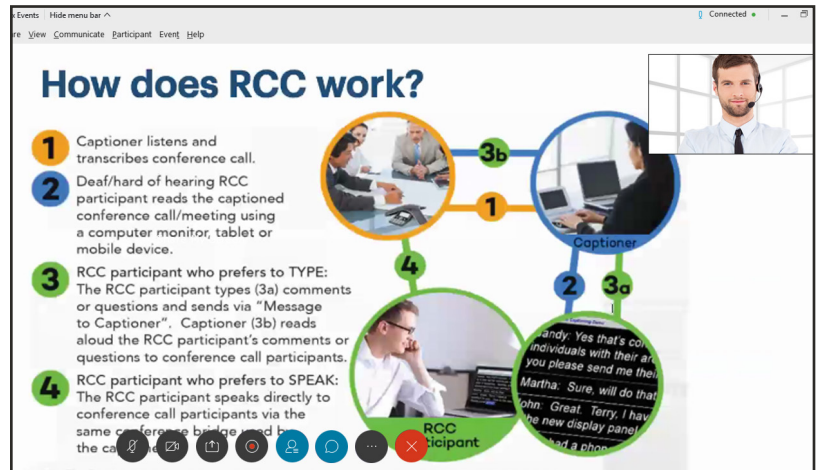

If you are in the full screen mode **(11)**, participants may need to click **Multimedia Viewer** button in order to see captions (see Step 2 on the Page 1). Participants may drag the **Multimedia Viewer** panel to any location on their screen.

NOTE:

In the full screen mode, the captions will not be visible on your (host) screen, but available to the participants.

RCC Support:

Scheduling and Technical Department

Office: (833) 250-2784
E-mail: RCC@sprint.com
Fax: (877) 877-3291

Technical support is limited to the functions of Relay Conference Captioning and is not designed to assist participants with issues related to their computer, Internet connection, conference calling provider, etc.